



DRINKING WATER COMPLIANCE ASSURANCE SECTION

Electronic Submittals

We have changed the way we accept submittals for electronic compliance data and other information. The drinking water email box at cdphe.drinkingwater@state.co.us stopped accepting email, including compliance submittals, on June 15, 2015. Anything sent to this email address since June 15, 2015 was not received by the department.

- **What type of notification did the department provide about this change?**

The department began notifying water systems, laboratories and operators of the change in April 2015. Notification was provided in multiple ways, including an auto-response message on the drinking water email box, outreach email to all drinking water system contacts on file with the department, the Spring 2015 Aquatalk article

(<https://www.colorado.gov/pacific/sites/default/files/WQ-DW-2015SpringAquaTalk.pdf>) and handouts provided at the April 2015 Colorado Rural Water Association Conference.

- **Why did the department make this change?**

The Drinking Water Portal (Portal) was developed to help eliminate errors and missing information for submittals because the upload process incorporates complete and accurate system, monitoring point and analyte information. The Portal also allows water systems and labs to see the files that have been uploaded and submitted, so the long-standing issues with lost or misplaced submittals will be resolved.

- **How do I submit compliance data and other information electronically?**

Please sign up to submit compliance monitoring data and other information using our new [Drinking Water Portal](#). The Portal is an easy-to-use, online resource that was successfully piloted for over a year and moved from the pilot stage to full production on June 15, 2015.

- **How do I get started with the Portal?**

1. The best way to get started is to watch our YouTube videos about the portal at <https://www.youtube.com/user/wqcdcompliance>. You can watch all videos in less than 20 minutes. We recommend you watch them in this order:
Colorado Drinking Water Portal Introduction
Colorado Drinking Water Portal Basic Navigation and Profile
Colorado Drinking Water Portal Uploading and Submitting Files
Colorado Drinking Water Portal Organization and Administration
2. You will need to create an account for the Drinking Water Online Portal. The Portal is located at <http://wqcdcompliance.com/login>

- **What file formats are accepted when submitting to the Portal?**

- Monthly Operating Reports (MORs) should be submitted as Microsoft Excel files.

- All other data and information must be submitted as Excel, PDF, or CSV. CSV files are generally used by laboratories.
- A single CSV file can be used to replace multiple PDF sample result forms.

Information about the CSV structure is posted to our website in the 'Help' section at <https://wqcdcompliance.com/help>

▪ **Should the certified lab or water system report data to the department?**

This depends upon the agreement between the lab and the public water system. Some water systems ask the lab to report the data directly to the department and others ask the lab not to report the data. Again, this is based on the agreement between the water system and the lab. The online portal improves the entire data submittal process for water systems and laboratories. Please coordinate with your laboratory and avoid submitting duplicate information.

▪ **Will I get a confirmation that the department has received my submittal?**

Yes, after files are uploaded and submitted, the submitter will receive a confirmation email.

▪ **Who Can I Contact with Questions, Issues or suggestions about the Portal?**

- For technical questions or issues about using the Portal (creating log-in accounts, file formats, uploading files, understanding drop down options on the Portal, etc.), please contact Phil Stanwood, Kaleb Winisko or Whitney Walker under the *Data & Portal Support* contacts on the [DWCAS Contact List](#).
- For questions pertaining to monitoring requirements and other regulatory compliance questions, please contact your assigned Compliance Specialist. Compliance Specialist assignments and contact information are available on the [DWCAS Contact List](#).

▪ **Will the Department continue to accept compliance data and other information submittals that are made by normal U.S. mail or fax?**

Yes, the Department still accepts submittals via mail and fax.

However, to prevent issues with lost or duplicate submittals, we are requesting and strongly encouraging that all water systems and laboratories use the Portal to submit drinking water compliance data and other drinking water compliance information.

Please use only one method (the Portal, normal mail or fax) to submit compliance data and other information as it will result in duplicate submissions that are problematic for our data handling business processes and may result in issues with your submittal. For example, if you use the Portal to submit compliance data and other information, please do not continue to use any other submission method (mail or fax).